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23 April 1947

MEMORANDUM FOR Assistant Executive for Personnel

From: Special Funds  
Subject: Per Diem and Expenses of Personnel on Recruiting Trips.

1. It has just come to the attention of the undersigned that employees of the Personnel Procurement Section have made application for reimbursement on Travel Vouchers in excess of the amount permitted by Government Travel Regulations.
2. The requested basis for reimbursement involves the payment by the Government for the cost of hotel rooms when such rooms are used to interview prospective employees. Since the rooms are also utilized as sleeping quarters, a deduction of 1/5 of the daily per diem of \$6.00 has been made from the claims for per diem.
3. Whereas this may appear to be a most reasonable approach to the problem of official and personal use of hotel rooms, and whereas the deduction of 1/5 of per diem for quarters furnished is in accordance with Government Travel Regulations, the method of handling this problem has been specifically disapproved by the Director, CIG. It will be necessary, therefore, to refuse reimbursement on this basis and to effect collection from the individuals for any excess payments already made.
4. You are advised, however, that the identical problem has arisen in connection with the operations of Schools and Training and Security. In memorandum dated 4 February 1947, the Executive for Personnel and Administration has authorized, with the concurrence of the Director, an exceptional per diem allowance in excess of the regular \$6.00. The exception, however, is expressly limited to the Special Security Section/PSD, and Training Branch, OSO. If you deem it desirable to request extension of this provision to the Personnel Procurement Section, it is suggested that a request be made, through ADSO, for inclusion of the Personnel and Procurement Section in the provisions of the above mentioned memorandum.

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Chief, Special Funds

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